



# St Brigid's School, Bridgetown

## Digital Acceptable Use Policy for students

Date: 2019  
Review Date: 2021

### Rationale

Information and Communication Technology (ICT) has been introduced into schools predominantly through email and the Internet. The availability of such resources provides the opportunity for schools to help students develop their full potential. ICT provides significant educational value but can pose a risk of exposure to inappropriate and offensive material and personal safety.

In accordance with the teachings of the Catholic Church, the practice of communication must be totally honest and reflect the highest standard of accountability and sensitivity to human rights and relationships.

### Definitions

'Information and Communication Technology (ICT)' means all computer hardware, software, systems and technology (including the Internet and email) and telecommunications devices and facilities that may be used or accessed from a school campus or connected to a school's communication network. It also includes school-owned devices which may be used to access a private network for educational reasons.

### Principles

1. At St Brigid's Primary School, ICT is provided for educational purposes only.
2. Using ICT at St Brigid's is a privilege. This privilege can be removed if school rules are broken. Students using the school's ICT must not break State or Federal laws.
3. The school and all staff reserve the right to check all written, graphic, audio and other materials created, produced, communicated, stored or accessed on any ICT device by students.
4. Students shall be made aware that access to ICT and in particular, email and the Internet can expose them to inappropriate material or potential harm.
5. Students shall take personal responsibility when using the school's ICT services by protecting their personal information and data, maintaining the required level of security, respecting the privacy of others, respecting the legal boundaries of licensing and copyright, using language appropriate to the school's expectations and taking good care of all ICT equipment.
6. Students shall take personal responsibility when using the school's ICT devices by protecting and ensuring all equipment is treated with respect.

### Procedures

1. St Brigid's is committed to ensuring all students are aware of standards for the use of ICT within the school environment. Consequently, unacceptable use will not be tolerated under any circumstances and disciplinary action will be taken against any student who breaches this policy.
2. St Brigid's shall identify acceptable and unacceptable use of email and Internet systems and is committed to regularly updating this policy.

## 2.1 Acceptable use includes:

- researching information relating to assignments or class work;
- gathering specific information about subjects/topics;
- emailing a teacher work;
- other teacher directed activities.

Students shall exercise caution as to the quality and accuracy of the information they are accessing or transmitting.

## 2.2 Unacceptable Use:

### 2.2.1 Unacceptable use includes but is not limited to:

- accessing the network without school authorisation;
- transmitting or deliberately accessing and/or receiving material that may be considered inappropriate, which includes threatening, sexually explicit, or harassing materials, offensive or discriminatory materials, or material that may be harmful either physically or emotionally, which includes bullying or harassment of fellow students or others outside the school;
- communicating information concerning any password, identifying code or other confidential information or violating the security of the system in any way;
- interfering with or disrupting network users, services or equipment. Disruptions include but are not limited to, distribution of unsolicited advertising, propagation of viruses, in any form, "Jail Breaking" devices and using the network to make unauthorised entry to any other machine accessible via your network;
- plagiarising and/or breaching copyright laws, including software copyright and re-engineering of software;
- conducting private business matters or use the system for any personal gain; and,
- downloading and/or installing software programs (eg .exe files), apps, videos, music, picture galleries, copying music CD's, screen savers and games etc without the permission of the school.
- inviting or accepting a staff member to be a 'friend' on social networking sites (such as Facebook or Myspace) or other learning management systems not managed by the school.
- Misuse of graphics displayed on the school's electronic communication systems.
- Use of online chat forums without teacher permission.
- Posting or sharing photographs via social media which include students in school uniform. This includes images of students who are involved in a school event but not wearing a school uniform.

### 2.2.2 It is unlawful to send electronic messages, such as emails, which:

- defame someone or an organisation;
- infringe copyright laws i.e. reproduce or adapt copyrighted material by downloading and further disseminating the material;
- contain statements which could constitute sexual discrimination or sexual harassment;
- display sexually offensive or explicit material;
- contain offensive or insulting statements based on the race, colour or nationality of a person; and,
- undertake activities that breach State and Commonwealth laws.

## 2.3 Mobile Devices: Mobile devices include such devices as iPads and mobile telephones.

- Students are required to use school owned mobile electronic devices for educational purposes.
- Students' personal mobile telephones must be kept in their school bags during the day.

- Mobile electronic devices are not to be used out of designated learning areas at St Brigid's during recess or lunchtime.
- Portable music devices are not to be used during the school day (from 8.15am until 3.15pm) unless directed by a teacher. It is also not appropriate to use websites such as YouTube to live-stream music.
- No calls or text messages are to be made or taken during school hours. Emergency calls by parents are to be directed through the front Office.
- St Brigid's Primary School will not be responsible for the loss, misuse or damage of privately-owned electronic devices, or any other valuables. These items will be confiscated if the guidelines listed above are not followed. A parent or the guardian will be required to collect them from the Principal.
- Unacceptable and/or unlawful use of ICT systems constitutes a breach of school rules and may warrant disciplinary action.

### **STUDENT PASSWORDS**

All students are issued with a unique password at the commencement of the academic year. These passwords are for the individual student's use ONLY and as such they should not be given to any other student at school. Students are responsible for protecting their individual password.

Your username and password gives you access to:

- St Brigid's network
- SEQTA
- CEWA's Microsoft 365 platform.

Students who use another student's password will be deemed to be in breach of the acceptable use policy.

If a student suspects their password security has been breached the student should immediately report this occurrence to their teacher. A new password will be issued and further misuse of the password will be monitored and dealt with as necessary.

### **Legal implications**

Users are advised that the inappropriate use of electronic information can be a violation of local, state and federal laws.